



**S AND Y INDUSTRIES**  
ELECTRONIC MANUFACTURING SERVICES

## **BUYER/EXPEDITOR**

### **Employer**

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### **Introduction**


S and Y Industries, Inc. has an immediate opportunity for a Buyer/Expeditor at our facility in Winfield, Kansas. The position is responsible for purchasing, expediting and monitoring the status of electronic components and various supplies for assigned projects.

### **Position Summary and Principal Responsibility:**

This Buyer/Expeditor is responsible for component purchasing and operations support to maintain inventory at planned levels to achieve production schedule. Performs tasks involved in the formation, administration/expediting, and delivery of purchase orders. Communicates with suppliers and personnel within company to establish clear definition of requirements and to assure performance to purchase order terms and conditions. This includes negotiating component purchases from suppliers as well as issuing and evaluating vendor quotes to determine the best quality suppliers. This role includes procurement activity as well as project management of custom equipment orders. This is a "hands-on" role – expect to work directly with receiving, production, engineering, and other departments to fulfill job responsibilities.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Purchases and manages inventory levels of all materials to optimize delivery.
- Prepare purchase orders, evaluate bids based on quality, service capability and price.
- Track released material, quantities, and price against BOM and budget.

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- Maintain accuracy of purchasing database information.
  - Daily review of reports and forecasts to ensure all components are on order.
  - Expedite and ensure timely delivery and back order follow-up to maintain schedules.
  - Executes strategies and procurement programs to support production goals.
  - Coordinates, conducts, and participates in meetings and discussions between suppliers and necessary related personnel concerning supply, delivery, or quality.

The duties and responsibilities are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing and other duties will be assigned based on the position's role.

#### **EXPERIENCE AND REQUIRED SKILLS:**

- 2 years of related procurement and planning experience.
- Proficiency with ERP systems, software, including Microsoft Office.
- High level of responsibility, analysis, and independent decision-making is expected.

#### **Knowledge, Skills and Abilities:**

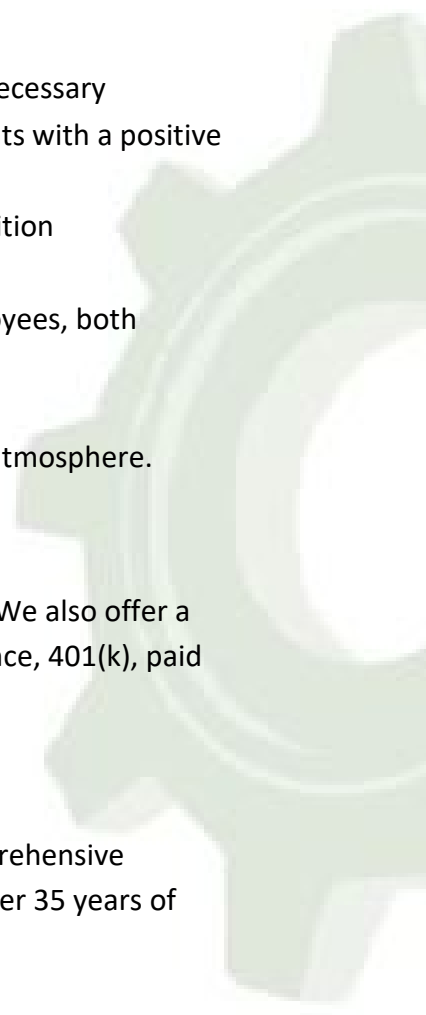
- Ability to prioritize and manage multiple tasks, changing priorities as necessary
- Ability to work under time pressure and adapt to changing requirements with a positive attitude
- Effective oral and written communication skills as required for the position
- Ability to be self-motivated, proactive and an effective team player
- Ability to interact effectively and professionally with all levels of employees, both management and staff alike, vendors, clients, and others
- Negotiate contracts with suppliers.
- Strong team skills and ability to work and thrive in a fast-paced office atmosphere.

#### **What we have to offer:**

S and Y has a competitive compensation plan, including a bonus opportunity. We also offer a comprehensive benefits package, including medical, dental, vision, life insurance, 401(k), paid holidays and PTO.

#### **ABOUT S and Y INDUSTRIES, INC:**

S and Y Industries, Inc. is an Electronic Contract Manufacturer providing comprehensive electronic design, production, and product management services. We have over 35 years of experience with hundreds of satisfied customers.



S and Y offers complete turnkey solutions from engineering to systems integration and order fulfillment. S and Y provides individualized, focused solutions to customers in a broad range of industries. Total customer satisfaction is provided through teamwork, defect free product delivery, continuous product improvement, and with just-in-time manufacturing.

**TO APPLY:**

Candidates may apply by filling out application online application or at our facility:

S and Y Industries, Inc.

606 Industrial Blvd,

Winfield, KS 67156

Or you may also send letter, resume, references and salary requirements to:

[john.foust@sandyindustries.com](mailto:john.foust@sandyindustries.com) or [info@sandyindustries.com](mailto:info@sandyindustries.com)

To learn more about S and Y Industries, visit our website at [www.sandyindustries.com](http://www.sandyindustries.com)

